

 <p>Children's Services Agency</p> <p>Communication Issuance</p> <p>20-080</p>	Subject/Title	COVID-19 Response: COVID-19 Prevention and Reunification Funding
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	Contact Name	Family Preservation Program Office
	Email	MDHHS-FPS@michigan.gov
Phone	N/A	
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Due to	N/A	
Distribution	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

This communication provides guidance for Michigan Department of Health and Human Services (MDHHS), private agency foster care (PAFC), family preservation providers and Post Adoption Resource Centers (PARCs) for utilizing COVID-19 funding. MDHHS, PAFC, family preservation providers and PARCs should utilize COVID-19 funding prior to accessing local or agency specific assistance funds whenever possible. The effects of COVID-19 on the families we serve are emotional and financial. It is expected in the coming months that families will have increased needs for specific items or services to ensure child safety, family cohesion and reunification. In response, a limited amount of funds will be available to meet these needs for:

- Active Children's Protective Services (CPS) investigations.
- Active CPS ongoing cases.
- Parents with children currently in foster care.
- Relative caregivers and fictive kin with an approved placement.
- Foster parents with current placements.
- Post adoptive families who have an active PARC case or whose case closed within the last 18 months.
- CPS or foster care cases closed within the last 18 months.
- Youth currently in Independent Living (IL) or Young Adult Voluntary Foster Care (YAVFC) or youth whose case closed within the last 18 months.

Use of COVID-19 Funding

There is a maximum of \$1000 per household unless a special request is made to the Family Preservation Program Office. Funds are available on a first come first serve basis. Examples of items that may be purchased using COVID-19 funds are included below. This list is not exhaustive.

- Emergency food.
- Eviction prevention.
- Utility arrearages.
- Case goal related purchases.
- Clothing.
- Linens.
- Diapers/wipes.
- Medication copays.
- Birth certificates.
- State IDs.
- Car seats.
- Household goods.
- Car repairs.
- Car insurance.
- Hotel costs for families.
- Prescriptions not covered by medical insurance.
- Home repairs.
- Extermination services (bed bugs, cockroaches, carpenter ants, etc.).
- Dumpster rentals.
- Educational supplies.
- Parenting tools.
- Beds/cribs.
- Home application fees.
- Pre-paid cell phones and minutes cards.
- Transportation assistance for case related activities.

The list below includes items that may **not** be purchased with COVID-19 funding. The list is not exhaustive.

- Court fines, traffic tickets, bail, etc.
- Tobacco, alcohol, marijuana.
- Medicaid covered expenses (only if the family has active Medicaid).

Tracking and Documentation

Family Preservation Program Office will track expenses from documentation submitted by MDHHS, PAFCs, family preservation providers and PARCs.

For open cases, a social work contact must be added to the current case to indicate that assistance was provided with details related to the items or services received and status of the request. For closed cases, a social work contact must be added to the most recent ongoing case involving the family. All funding forms associated with the request must be uploaded into MiSACWIS into the document

hyperlink of the most recent ongoing case associated to the family. This includes, but is not limited to, any estimates for services, invoices, forms, and confirmation by the family noting receipt of the items, if applicable. For all post adoption cases, details and documentation for the request(s) must be submitted to Laura Baldwin at BaldwinL1@michigan.gov who will ensure that the information is documented in the provider record for the adoptive parent.

Funding Request Procedures

Prior to a purchase (including procurement card purchases), MDHHS/PAFC/family preservation providers/PARCs must submit a request for funds to Family Preservation Program Office at MDHHS-FPS@michigan.gov. The request must include:

- Case name.
- MiSACWIS case ID or investigation ID, if applicable.
- Brief description of the item/service and justification for expense.
- Full name of the service provider/vendor.
- Total dollar amount – must match receipt(s) (maximum of \$1000 per household unless a special request is made to the Family Preservation Program Office).

The requestor will receive an approval email which will secure the funds for the procurement card purchase or reimbursement.

MDHHS Supervised Cases

Procurement Card Purchases

If the county utilizes a procurement card for a purchase, the DTMB-3625, Requests for Orders or Payments, must be completed and approved prior to the purchase. Additionally, the DHS-707, Procurement Card Transaction Log, must include the COVID-19 accounting template 491XX1302 and indicate in the Reason for Purchase and Item Description column “COVID-19 Family Needs Purchase.”

A copy of the DHS-707, Procurement Card Transaction Log, must be sent to the Family Preservation Program Office mailbox within 14 days of the purchase to ensure prompt expense tracking. All purchasing and procurement guidelines must be followed. The log must be sent with the normal documentation submitted at the end of the 30-day billing cycle.

PAFC Supervised Cases/Family Preservation Providers/PARCs

PAFC/family preservation providers/PARCs are required to first purchase the item or pay the service provider/vendor and then submit the payment documentation to Family Preservation Program Office mailbox for reimbursement.

PAFC/family preservation providers/PARCs must email their supporting documentation within 14 days of the payment/purchase to ensure prompt reimbursement. Incomplete or incorrect reimbursement requests will be returned for correction.

Submitting Reimbursement Requests

To obtain reimbursement, submit the following documentation to the Family Preservation Program Office mailbox:

- MDHHS-5602, Payment Request (for PAFC/family preservation providers/PARCs, no local office signatures are required).

- Email request approving the expense from Family Preservation Program Office.
- Approved DTMB-3625, Requests for Orders or Payments (for MDHHS local office reimbursements only).
- Receipts supporting the expense.
- Documentation showing that the expense has been paid in full.

Once COVID-19 funding is exhausted, the Family Preservation Program Office will issue an updated communication and local offices will resume specific assistance funding.

Attachment: MDHHS-5602, Payment Request (prefilled for COVID-19 funding).